



Guide Book
Master of Business Administration
Faculty of Business and Entrepreneurship
Message from the Director
MBA Program

We would like to welcome you to our MBA program, Faculty of Business Entrepreneurship, Daffodil International University. The mission of the MBA program is to graduate competent entrepreneurial managers, responsible business professionals, skilled leaders, team players, and ethical decision-makers. Our program is committed to providing the highest quality of business education enhanced by faith and values.

The MBA program of Daffodil International University is accessible or open, so students can work full-time and attend courses only on weekends and one night a week. Classes are taught by both full and part-time faculty who are highly credentialed, experts in their field of study, and engaged in the community. We believe the experience and diverse background of our faculty is an exceptional value for our students and their learning.

Once again, we would like to welcome you on board, and become part of our DIU Business Family.

Professor Dr. Mohammad Shibli Shahriar
Director of MBA Program
Daffodil International University

MBA Program Origin:

Daffodil International University (DIU) was established with the approval of the Ministry of Education under the Private University Act of 1992 and its amendment in 1998, and DIU came into being on 24th January 2002. DIU, a leading and top-ranked private university in Bangladesh,

Provides IT-based high-quality education. The MBA program at Daffodil International University (DIU) invites you to explore the wealth of information, knowledge, and possibilities made available here. The Master of Business Administration (MBA) program at DIU is designed to produce high-quality graduates who can face the challenges of today's business environment and position themselves in top positions in local and global organizations, using their professional skills and judgment to manage effectively in the modern workplace.

Program's Location:

Room No.- 1106 (11th floor), Knowledge Tower, DSC

Name of the Degree

Masters of Business Administration

Website Link: <https://daffodilvarsity.edu.bd/department/bba/program/7/2/graduate>

Social Media Link: <https://www.facebook.com/MBAprogram.DIU>

MBA Program Vision

We desire to be an internationally renowned educational center nurturing committed entrepreneurial minds who want to start their own business, besides bringing competitive advantage and ensuring 100 % employability to be the frontline business graduate.

MBA Program Mission

We are producing quality graduates who are competent enough to meet the contemporary and emerging needs of business enterprises and societies and provide the nation with knowledgeable, and skilled managers who are able to meet the changing needs of the 4th industrial revolution in the business environment today and in days to come.

An overview of MBA the program

The MBA program of DIU involves rigorous teaching, field-works, industry attachment, presentations, and team projects, all of these features give students the necessary abilities to handle real-life business situations. The Department of Business Administration under the Faculty of Business and

Entrepreneurship (FBE) at DIU offers the world's best-known most widely recognized MBA degree in business for the ends willing to serve in different organizations in executive, managerial, and administrative positions.

MBA is one of the most sought degrees after graduation in the world because of its value to people in business and administration. The goal of the program is to produce quality graduates who are competent enough to meet the contemporary and emerging needs of business enterprises and societies, and provide the nation with knowledgeable and skilled managers who are able to meet the changing needs of 4th industrial revolution in the business environment today and days to come.

GRADUATE ATTRIBUTES

Generic Skills	Skills development mechanism
<u>Fundamental Skills:</u> (a) Reading (b) Writing (c) Speaking (d) Listening (e) IT familiarity (f) Subject-related skills	(a) Reading subject-related books and newspapers (b) Individual or group presentation for enhancing speaking skill (c) Using technological tools for developing ICT knowledge
<u>Social Skills</u> (a) Communication (b) Coordination (c) Negotiation (d) Instruction	(a) Writing assignment, presentation in each course, etc. (b) Working in a group for enhancing communication and coordination skills
<u>Thinking Skills:</u> (a) Critical thinking	(a) Using subject-related different problems and/or cases in the class for improving critical thinking skills

(b) Decision making (c) Problem-solving	(b) Presenting subject-related decision-making problems and/or cases in the class for developing decision-making skills (c) Presenting subject-related numerous problems and/or cases in the class for developing problem-solving skills
<u>Personal Skills:</u> (a) Creativity (b) Sincerity (c) Honesty (d) Personal development (e) Time management	(a) Presenting different real-life problems in the class so that students can apply their creativity in solving the problems (b) Presenting different real-life problems in the class with time limitations for solving the problem so that students can solve the problem within the given time, thereby developing time management skills

Program Educational Objectives (PEO)

PEO1	To apply knowledge of basic business concepts and principles (Knowledge of basic skills).
PEO2	To position organizations in chosen market areas, compete successfully, and satisfy stakeholders with the objective of achieving superior organizational performance (<i>Strategic Thinking and Leadership</i>).
PEO3	To champion ethical and socially responsible decision-making for the common goal (<i>Ethics and Social Responsibility</i>).
PEO4	To identify problems, generate and evaluate alternatives using appropriate analytical and quantitative techniques, and draw conclusions (<i>Critical Thinking</i>).
PEO5	To communicate their ideas effectively and efficiently in a variety of business settings (<i>Effective Communication</i>).
PEO6	To appreciate and understand the value of diverse perspectives in business decision-making and organizational life (<i>Global Perspective</i>).

Students Support against Inquiries:

Students have a variety of questions about the departmental services. After being admitted, a prospective student or their guardian is interested in learning many things about our department. Such as

- a) Course offer
- b) Class starting date.
- c) Mid-term and Final Examination date.
- d) New students ID card and Reissue ID card.
- e) Credit requirements and duration of the program
- f) Tuition fees waiver and scholarships
- g) Faculty members' information.

Following Information provided to the students:

A student comes to the department after getting admission. From the department the following information has been given to the student:

- Provide Course Offer
- Provide Semester Schedule and: Semester schedule provided to the students during advising time.
- Class routine. Class routine generally emails to the student and also upload in the online notice board.

Advising and Counseling:

Every student is under advisor. A student can get all kinds of advising regarding academic and other issues.

Faculty Information:

Students can get the faculty information from the departmental website and also from the department.

Website Link: <https://faculty.daffodilvarsity.edu.bd/teachers/bba.html>

Faculty Hierarchy:

Website Link: <https://faculty.daffodilvarsity.edu.bd/teachers/bba.html>

Services and Facilities provided by the Faculty Members

- Teach students through lecture, tutorial, discussion, seminar,
- Conduct and/or supervise thesis students.
- Supervise students, communicate with the students, give correct guidelines to them and supervise their activity.
- Help to accomplish academic and non-academic activities of the university, faculty or department.
- Conduct of exam, script evaluation.
- Moderate exam questions
- Conduct Lab sessions
- Conduct the activities and duties imposed by the VC, Dean and Director of the department as directed by the Management
- Arrange workshops, and seminars for student development.
- Develop academic curricular
- Conducting research, and writing papers, proposals, journal articles, and books.
- Attend and participate in meetings, conferences, and other events in and outside of the institution.
- Participate in training opportunities and initiatives at the institution.
- Maintain BLC
- Maintain daily activities in Smart Edu.
- Manage internship facilities for the students
- Visit Industries to create the scope of jobs for our students
- Perform other tasks assigned by the Head and the Management.

Departmental Admin Hierarchy:

Website Link: <https://daffodilvarsity.edu.bd/coordination-officer>

Perform tasks and provide services by the Department Office:

Class Conduct & Registration Related Tasks

1. Prepare Class schedule (Beginning of a semester)
2. Class routine upload in RBRMS software & update regularly
3. Course offer & Create section on ERP system (Beginning of a semester)
4. Assign Course teacher on ERP system
5. Prepare Notice Advising Notice and Circulate it to students (Online Notice, Webpage, Social Media pages, and Notice Board)

Online notice

6. Inform and Circulate Class Schedule for Faculty members to Conduct Classes
7. Provide support for faculty members for conducting regular classes

8. Monitor regular classes (Every Day)
9. Inform Students regarding class schedule/exam schedule of the semester
10. Information regarding course drop/add after registration
11. Provide information regarding the registration process after the deadline.
12. Provide class routine (Make up schedule, reschedule & class change)
13. Provide Extra class schedule

Service provided for newly admitted students:

14. Provide information regarding Registration completion of new students
15. Call to newly admitted students for completing the registration
16. Complete their registration
17. Collect students & guardian insurance form from the students
18. Provide Class Schedule for them (Printed copy for every student)
19. Check their class attendance (if find absent contact them)
20. Inform to all students for completing their teaching evaluation

Exam Related Tasks:

21. Prepare exam schedule (Mid & Final exams)
22. Exam schedule circulate to all (through online notice, e-mail and MBA group page)
23. Prepare Mid and Final Improvement Notice and Circulate it to students
24. Stationery requisition from exam and store
25. Exam room observation
26. Provide attendance sheets to exam committee
27. Input (Mid and Final) improvement students list in ERP
28. Mail & remind to all faculty for submitting the question paper
29. Provide guideline to complete any students' incomplete/improvement exam

Internship Related Tasks:

30. Inform students to complete formalities for internship registration
31. Transcript & Accounts clearance check
32. Assign internship Supervisor for registered students
33. Prepare forwarding letter and provide for students (When they confirm their internship placement)
34. Provided the thesis writing format to the students
35. Prepare and Circulate defense notice
36. Informed the students for submitting their thesis paper
37. Room selection for defense
38. Prepare attendance sheets for defense
39. Inform the defense committee members
40. External selection
41. Prepare supervisor evaluation sheet
42. Check plagiarism report
43. Prepare external bill & money receipt
44. Refreshment arrangement for external and other board members
45. Send the received copy of the money receipt to the accounts
46. Send the grade sheet to the exam section

47. Prepare the degree forwarding of passed students
48. Prepare the supervisor bill
49. Follow up and collect the bill, distribute among the supervisors
50. Send the received copy of the money receipt to the accounts

Event related Tasks (Industrial visit, seminar, workshop and other events):

51. Prepare Permission letter for particular event
52. Prepare budget for an event
53. Online venue booking
54. Apply for budget, advance, bill and adjustment through online
55. Follow up the concern offices for smooth support to conduct the program
56. Circulate the program information to the students and faculties
57. Collect souvenir from store section and also order for crest and banner
58. Follow up the PRO section for proper press release and multimedia for video support and social media circulation
59. Prepare field visit request letter
60. Prepare Transport Approval for field visit and other visits

Course Load and Bill related tasks (Full Time and Part-time Faculty members):

61. Prepare course load information of full-time information
62. Prepare course load information of Part-time faculty members
63. Prepare bill for extra load for full time faculty
64. Prepare bill for part-time faculty
65. Prepare money receipt for part-time faculty and after disbursement of bill submit to accounts section the signed money receipt.

General Services for Students and Guardian:

66. Provide information regarding admission of MBA program
67. Respond to the queries, take information and communicate students, guardians and others through telephone, mobile phone, e-mail
68. Respond and attend students, guardians and others, listen their queries and guide them to address their issues and take proper initiative for highest service satisfaction.
69. Counsel students and Guardians and visitors and make service effective
70. Guide, counsel, and provide information to dropout students regarding Re-Admission and Time Extension of Study.
71. Take necessary steps to solve the E-mail password and Students Portal password problem, help to complete the Teaching Evaluation Process.
72. Answer/Respond to the query of alumni through email, Phone, mail and face to face instantly or within deadline.
73. Provide information about Department Change, Semester Drop, Course Add/drop, late registration process.
74. Provide information to the students to get their main transcript/certificate after completion of the degree.

Other Administrative Tasks:

75. Provide information for UGC Annual report (MBA Part)

76. Fixed assets monitoring report
77. Prepare Annual budget (for MBA)
78. Prepare semester report
79. Provide support during Admission test
80. Store requirement observation: Students chair, light, fan, AC and others as per necessary
81. Prepare and submit reports on Registration, Dropout, Attendance, Dues, Below 2.5, Waiver etc.)
82. Regular updated (Face book page)
83. Distribute Students ID card
84. Provide convocation gown and receive the gown then submit to store section
85. Provide Foundation Day T-shirt and yearly calendar to the students
86. Updated and follow up departmental Web site

Theory Class rooms Status:

THEORYCLASSROOMS'STATUS
ROOMNO.
ClassRoom-1101 (A)
ClassRoom-1102
ClassRoom-1103
ClassRoom-1104
ClassRoom-1110
ClassRoom-1112
ClassRoom-1113

Labs Details:

We have Club facilities for MBA program students.

- Marketing Lab
- Computer Labs

Computer Lab rooms Status:

We have two labs facilities for BBA program students which are situated in the following floors:

LABROOMS'STATUS
ROOMNO.
Computer Lab at 11 th floor, room no- 1116, 1111

Clubs' Details:

We have following clubs:

- a) **Marketing Club:** A student can join the club and explore the opportunities of himself/herself.

For more details, please go through the below link:

Social Media Link: <https://www.facebook.com/groups/1658031711186869>

b) DIU Business & Education Club (DIUBEC):

A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:

- a. Social Media Link: <https://www.facebook.com/groups/Club.DIUBEC>

c) DIU HR Club:

A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:

- a. Social Media Link: <https://www.facebook.com/diuhclub>

d) DIU Finance

Club: A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:

- a. Social Media Link: <https://www.facebook.com/DIUFC.diu>

e) DIU Accounting

Club: A student can join the club and explore the opportunities of himself/herself. For more details, please go through the below link:

- a. Social Media Link: <https://www.facebook.com/profile.php?id=100087547143094>

Conclusion

The Master of Business Administration is playing a vital role in upholding the name of Daffodil International University as a rising university of Bangladesh by providing quality education to the students.

Professor Dr. Mohammad Shibli Shahriar

Director of MBA Program

Daffodil International University